

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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State Title: Natural Resources Spec II

Functional Title:

Job Posting: 15216

Monthly Salary: \$3081.33

Salary Group: B17

Posting Date: 03/31/2015

Close Date: 04/15/2015

Section/Division: Air Quality Planning Section/ Air Quality Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 0799

Job Description:

Provides technical support to the Emissions Banking and Trading Program in the Air Quality Division of the Texas Commission on Environmental Quality (TCEQ). Provides technical support on projects, reports, and transactions for Emissions Banking and Trading Programs including the Emission Credit Banking and Trading; Emission Banking and Trading Allowances; Mass Emissions Cap and Trade Program; Discrete Emission Credit Banking and Trading; Highly Reactive Volatile Organic Compound Emissions Cap and Trade Program; and/or Clean Air Interstate Rule. Drafts, edits, and prepares special reports, correspondence, options papers, memos, rules, publications, and other materials related to the Emission Banking and Trading Program. Assists in explaining legislation, rules, policies, and procedures related to the Emission Banking and Trading Program; and provides customer service to agency staff, management, and the general public. Assists with coordinating, organizing, and implementing special assignments in preparation for or support of specific projects, which involves evaluating data; completing or coordinating research and analysis of issues; assisting with making recommendations; preparing related reports; presenting reports and recommendations to agency management and other interested parties; and assisting with developing appropriate implementation plans or documents.

Minimum Qualifications:

A bachelor's degree from an accredited college or university, with a major in a natural or physical science, engineering, environmental studies, or related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

Preferred Requirements:

Experience with coordinating projects.

Experience with advanced technical writing.

Special Requirements:

Moving up to 20 pounds of paper.

Traveling up to 20% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer